



Job Vacancy Announcement

Date Posted: June 24, 2021

Position Title: Community Outreach Coordinator
Dept/CC: Economic & Community Development Agency

Reports to: Executive Director

Purpose:

Oversee the planning and implementation of outreach strategies, Responsible for connecting people in the community to available programs by creating and cultivating relationships with community leaders, businesses, individuals, and other relevant organizations, this position will represent the City and work with the Economic and Community Development team to implement initiatives that promote the visibility of City programs and events.

Essential Functions (list in order of importance including measures)

1. Implement outreach strategies to promote community awareness on available programs and City events to constituents.
2. Create and implement an annual outreach and education plan.
3. Manage oversight and production of ECDA sponsored public events, meetings, open houses and various public information sessions.
4. Attend different community meetings or events that will cultivate relationships, promote programs or relay information about current or future community development programs or events.
5. Monitor and respond to public inquiries including businesses, community and Staff on matters of Public Interest.
6. Assist Executive Director with the planning and operation of community development special events. May include fundraising.
7. Maintains relationships with collaborative partners and cultivates new ones.
8. Develop outreach reports that assist with grant writing and development.
9. Ability to manage multiple projects.
10. Assists the team in grant research and writing.
11. Facilitate the Citizens Advisory Board operations.
12. Participates in staff meetings and other in services, meetings or committees as required.

Job Requirements

- Bachelor of Science in Social Work, Communications, or other related field.
- Strong analytical, verbal, organizational and written communications skills.
- Proficient in Microsoft Office (Word, PowerPoint, Excel, etc.)

How to Apply:

Interested applicants should apply online by forwarding a completed employment application, résumé and cover letter to the attention of Carolyn A. Croswell/Director of Human Resources ccroswell@citykankakee-il.gov. The City of Kankakee is an equal opportunity employer. (EOE)